



Trustee's Attendance at Board Meetings by Electronic Means

Attendance of all Trustees at Board of Trustees meetings is an expectation under the *School Act*. It is the preference of the Board of Trustees to hold its meetings at the Board office, with Trustees and official staff physically present at the meeting, where dialogue and debate can be enhanced through personal contact amongst Trustees and as a means of modeling respect for the Board's governance role. However, the Board of Trustees acknowledges that there are occasions when a Trustee is unable to attend a Board of Trustees meeting in person and therefore, it makes provision for such occasions through this policy.

Should a Trustee be unable to be physically present at a meeting, the Trustee may participate in a Board Planning, Audit, Special or Public meeting, but not the annual Organizational Meeting of the Board, up to three times in one school year by using electronic means or other communication facilities.

A Trustee participating in a meeting electronically will be deemed to be present at the meeting.

There must be a quorum of other members of the Board who are physically present at the meeting place to ensure that the meeting can continue and decisions can be made if the communication connection should fail. The Board Secretary and the Superintendent must be physically present at the meeting place. The Board of Trustees, in its sole discretion, reserves the right to determine which Trustees will be allowed to participate in a meeting via electronic means, so as to ensure that a quorum of the Board will be physically present at the meeting. Preference will be given to those Trustees who request electronic attendance as a result of illness, extenuating circumstances related to Board business, or physical incapacity.

Electronic attendance of Trustees may be permitted for Planning, Public, Audit and Special meeting of the Board of Trustees, except those special meetings held for the purpose of hearing appeals or conducting hearings related to employee matters.

Any acceptable electronic means or other communication facilities must permit the Trustee not physically present at the meeting to hear and be heard by all other participants and public in attendance at the meeting, except for any in-camera portions of the Board meeting.

A Trustee wishing to participate electronically must provide the Board Secretary with a minimum of one working day's notice prior to the meeting at which he/she wishes to participate electronically and a number at which the Trustee can be contacted.

At a meeting of the Board at which one or more Trustees is present electronically, voting on all motions shall be conducted verbally, with the Chair stating each trustee's name and asking him/her to indicate whether he/she is in favor or opposed to each motion.

If a Trustee participating electronically has a conflict of interest on a matter under discussion, the Trustee shall advise the Chair and shall disconnect from the meeting. The Trustee shall be reconnected back into the meeting when the item under discussion has been dealt with.

Costs incurred for long-distance telephone service will be charged to the Trustee participating electronically.

Approved: May 31, 2011 _____

Revised: _____

Reference: School Act, Organizational Bylaw